

PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of seven divisions: Administration, Engineering, Highway, Water/Sewer, Motor Equipment Repair, Natural Resources, and Cemeteries. With a staff of 77, it is the goal of the Department to provide residents, boards, commissions, and other Town departments with superior Public Works services and support.

Administration

The Administration Division provides the following services: financial (including budget preparation and administration), invoice payment, invoice billings, grant management, and water/sewer reading-billing, personnel and payroll management, customer service, contract administration, oversight of contracted solid waste/recycling and hazardous waste collection services, supervision of contracted custodial services, and oversight of contracted streetlight maintenance on public ways and parking lots.

Accomplishments

- Oversaw contracted aquatic weed harvesting at the Arlington Reservoir.
- Co-Sponsor of the annual EcoFest event at Town Hall.
- Prepared extensive annual reports for DEP and MWRA.
- Continued to monitor playing field conditions (March-November) with regard to weather related usability and updated website, email, and social media accordingly.
- Managed contracted curbside collection and disposal of solid waste, recyclables, and yard waste.

Solid Waste Collection

The Town is contracted with waste hauler, JRM Hauling and Recycling. With JRM as our contractor since 2012 the Town is able to provide weekly curbside and dumpster collection of solid waste and bulky items from residential and business locations. We were able to expand our services to include weekly collection of recyclables and yard waste. Solid waste is also collected from the following municipal locations: Town Hall and eight other municipal buildings, Community Safety, three fire stations, two libraries, nine public schools, over twenty municipal parks, and approximately fifty public trash barrels. The bulky item collection program collects large items like couches, tables, and sinks.

The Town also provides contracted dumpster trash collection at schools, municipal buildings, non-profit organizations, apartment complexes, and condominium complexes.

Recycling

With the advent of weekly mandatory recycling in 2012 the Department saw a reduction in the solid waste tonnage and an increase in the amount of materials recycled. The shift in the amount of materials recycled translates to savings for all residents.

Once a year the Department holds a recycling event in conjunction with the Recycling Committee at the DPW facility on Grove Street. The Department collects clothing, shoes and sneakers, used toys, books, DVD's and CD's, bicycles, and scrap metal. Additionally, a company is available to shred documents. The Board of Health also comes to the event and collects medical waste items known as sharps (needles, syringes, and lancets). DPW also collects TVs and CRTs (for a fee).

In July of 2015 the Department expanded the yearly collection event schedule. DPW now offers a monthly collection event on one Saturday a month. At these events DPW collects: bulky rigid plastic, foam, textiles, books/dvd's/cd's, rechargeable batteries, ink cartridges, scrap metal, and electronic waste. This program provides an outlet for residents to dispose of difficult to recycle items. The Department also maintains a free voluntary drop-off program for electronic waste during regular business hours.



Accomplishments

- Doubled visits to Public Works for specialized and targeted recycling, the results of hosting monthly pop-up Recycling Center events. Twelve events held, 2,493 household visits.
- Extended volunteer engagement, with 12 dedicated Recycling Center volunteers, and 30+ volunteers at the annual spring Community Collection Day.
- Awarded a MA DEP School Recycling Assistance grant and hired a School Sustainability Coordinator.
- Awarded a MA DEP Recycling Dividends grant as a result of our recycling activities, which further funds our extended waste diversion reach into the community.
- Produced Arlington Recycles video series, airing on local cable access TV and on the Town website.

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Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)*			
Materials	FY2014	FY2015	FY2016
Solid Waste	12,846	12,603	12,943
Commingled (paper/glass/plastic/metal)	5,271	5,297	5,452
Yard Waste	3,488	3,505	3,190
TV/CRT's	1,977 (units)	1,688 (units)	2,006 (units)
Appliances	377 (units)	332 (units)	552 (units)

- Provided discounted rain barrel and compost bins sale programs, adding on-site composting education at the Rot and Roll event.

Yard Waste Collection

JRM collects yard waste curbside on a weekly schedule from early April through the first week of December. Leaves and grass clippings can be placed curbside in barrels with a Yard Waste identification sticker or in compostable 30-gallon paper bags. Branches up to 1" in diameter can be placed curbside if cut into three foot lengths and tied into bundles not exceeding 30 pounds. Additional recycling information can be found online at arlingtonma.gov/recycle.

Household Hazardous Waste Collection

2016 marked the nineteenth year of Arlington's membership in the regional household hazardous waste collection facility at 60 Hartwell Avenue in Lexington. Eight monthly collection days were held from April through November. The program continues to collect large quantities, 540 carloads in 2016, of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, oil based paints and solvents, and household cleaning products.

Engineering Division

The Engineering Division continues to provide a wide variety of support services to other DPW divisions, various Town departments, commissions, contractors, public utilities, and to the general public. The Engineering Division works closely with the Highway, Water, and Sewer Divisions upgrading and improving the infrastructure of the Town by providing surveys, engineering design, construction plans, field layouts, and field inspection services. The Engineering Division also provides technical design and specification for municipal infrastructure improvements, oversees contracted maintenance of the Town's traffic signals, reviews and makes recommendations on the impacts of planned private construction projects, reviews and provides regulation on proposed private way projects and improvements.

Accomplishments

- Provided technical support to the Transportation Advisory Committee for planning, projects, and recommendations.
- Administered Arlington, Belmont, and Cambridge Tri-Community Stormwater Flooding Group including meeting agenda and presentation considerations.
- Monitored punch list items and project close-out requirements for Massachusetts Avenue Re-Build Project and served as Liaison with MassDOT for Town related and other pertinent issues.
- Monitored work, events, and issues associated with the Arlington Center Safe Travel Project and served as Liaison with MassDOT.
- Monitored, coordinated, or completed the following project: Mt. Pleasant Cemetery driveway re-surfacing project.
- Coordinated planning for curb and walk construction in accordance with ADA Transition Plan preparations.
- Oversaw the development of specifications, contract preparation, and construction for Capital Improvement projects including: roadway resurfacing improvements and pavement preservation projects, sewer rehabilitation services, water rehabilitation, and curb, sidewalk, and ramp work.
- Updated EPA NPDES MS4 permit, Arlington Reservoir Dam and Emergency Action Plan, and MWRA Municipal Discharge Permit.



Arlington Center Safe Travel

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Highway Division

The Highway Division of the Public Works Department maintains 102 miles of roads, 175 miles of sidewalks, 175 miles of curbing, eight parking lots; along with numerous guardrails, stairs, walls, and fences. The Division oversees solid waste services including trash/recycling collections, bulky items collection/disposal, waste fill disposal, and hazardous waste programs. The division also performs street sweeping services and maintains traffic lines, signs, and drainage systems (culverts, pipes, manholes, catch basins and drain channels).

Street Sweeping –The Town is typically swept two times annually (spring and fall).

- Sweeping on main streets done weekly (twenty-eight times).

Snow and Ice Control – There were 12 snow and ice events.

- Private contractors used for 7 events.
- 38 inches total snow for season.

Performance Measurements

- Repaired or replaced 52 catch basins.
- Cleaned 720 catch basins.
- Removed and installed 11,308 l.f. of sidewalk.
- Patched over 4,700 potholes.

Special Projects

- Constructed 24' x 24' stage for Town Day event.
- Prepared Reservoir parking lot to allow for snow storage and repaired lot in spring.
- Assisted with DPW Community Collection Day and monthly Recycling Center.
- Placed 150 sand barrels Town wide for winter season.
- Set up and break down for Patriot's Day parade.
- Assisted in delivering 35 canoes to the Arlington Reservoir to support volunteer cleanup of Water Chestnuts.
- Assisted with Feast of the East and Summer Arts Block Party
- Erected/constructed veteran's flagpole and monument foundation at Mt. Pleasant Cemetery.

Water/Sewer Division

The Water and Sewer Division continues to maintain 131 miles of water mains, 117 miles of sewer mains, 9 Sewer Lift Stations, 1,398 hydrants, and numerous valves, and service connections/shut offs. Additionally, the Division reads usage meters and prepares quarterly bills on just under 12,500 accounts.

Performance Measurements

- Replaced 217 water meters.
- Provided water use data to the Town Treasurer for billing.
- Repaired water main leaks at 69 locations.
- Repaired water service lines at 41 locations.
- Replaced 40 hydrants.
- Flushed over 210 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 509 mark outs for underground excavation work.
- DPW Director elected to serve as Secretary of the Executive Committee of the MWRA Advisory Board.



Motor Equipment Repair Division

The Motor Equipment Repair Division continues to maintain 105 over-the-road vehicles including three front end loaders, five backhoes, one mini-excavator, two tractors, nine heavy-duty dump trucks, nine small dump trucks, twenty-two pickup trucks, six utility body trucks, ten snow fighters, nine school buses, two street sweepers, two sewer flushing trucks, one rubbish packer, one compressor truck, one generator truck, two welding trucks, six sedans, three vans, one heavy-duty crane, one -rack body, one small, multi-use tractor, and one flat bed.

Performance Measurements

- Provided preventative maintenance and repairs on 150 motor vehicles, including vehicles assigned to the other Town departments.
- Provided staff to Community Safety repair shop as needed.
- Maintained snow and ice vehicles during events.
- Began work with outside consultant to improve organization and operations of MER functions.

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Natural Resources Division

The Natural Resources Division consists of the Forestry and Parks sections and is responsible for the proper management, care, and maintenance of Arlington's more than 19,000 public trees.

Forestry

During the year the Division maintains Town trees including those along the Minuteman Trail that runs from the Cambridge line to the Lexington line. The Division is responsible for the execution of the holiday lights program. The Division also cleans and maintains traffic islands around Town, and on Massachusetts Avenue takes care of installing event banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.

Performance Measurements

- Maintained approximately 19,000 shade trees town-wide.
- Planted 175 trees.
- Removed 187 trees
- Maintained "Tree City USA" designation from the National Arbor Day foundation.
- Developed new holiday light decorations for the Arlington Heights commercial district along Massachusetts Avenue.
- Hired new part time Tree Warden to put greater emphasis on this important Town asset.

Park Maintenance

The Division maintains thirty parks, twenty-six playgrounds, nineteen athletic field infrastructure open spaces, and public lands including: the Reservoir forested trails and beach facility, North Union Spray Pool, the Town Hall Gardens, the Donald R. Marquis/Minuteman Trail, Broadway Plaza, the Robbins House gardens, and twenty-one traffic islands.

Performance Measurements

- Maintained all Town fields to accommodate various sports leagues.
- Continued to put a priority on prompt graffiti removal.
- Maintained Town sidewalks throughout the winter.

Arlington Tree Committee

The DPW works in conjunction with the Tree Committee. During 2016 the committee was very busy with the following activities:

- Participation in community events such as Town Day and EcoFest.
- Initiated an effort to improve tree care by designing and distributing bag tags for all

planted trees. Also designed door hangers for DPW to use when planting new trees.

- Updated request form on Town website asking requestors to water new trees.
- Ongoing publicity included articles in the Arlington Advocate, maintaining arlingtontrees.org website, Facebook page, and started a GoogleGroup (119 members) to share tree-related information, photographs, and articles.
- Outreach, using PowerPoint presentations, to various Town organizations to make sure trees and tree care are taken into consideration when planning and executing building projects in Town.
- Initiated a pilot Town tree inventory. Working with the DPW, GIS Director, the DCR, the ATC initiated a crowd-sourced tree inventory using the OpenTreeMap software. Volunteers for this effort were recruited using Facebook and Googlegroups.
- The ATC assisted with the successful passage of a local tree preservation bylaw. The ATC submitted a warrant article to Town Meeting to address concerns of excessive tree loss during new construction. The bylaw went into effect on September 1. The ATC has been working to alert builders/developers with a targeted mailing and flyers for use by the Building Department.



Cemeteries Division

The Cemeteries Division maintains the sixty-two acre Mt. Pleasant Cemetery and the Old Burying Grounds. Lawn mowing, raking, and tree trimming are done by contracted services. Maintenance of grave-stones, tombs, walls, fences, roadways, trees, and the Chapel is provided by four staff members.

Mt. Pleasant Cemetery is expected to run out of spaces for new gravesites within the next five years and planning for future interments is a major priority. In 2016 the new columbarium was completed. The Town is now able to provide niches for cremain burial on a preneed basis. The cemetery also has space available for green cremain burials. Chapel improvements for increased functionality are ongoing.

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Mount Pleasant Cemetery Revenues in 2016	Number	Revenues Invoiced
New Earth Grave Site Sales	35	71,250
New Urn Grave Sales	9	3,500
Perpetual Care Sales	44	22,000
Grave Site Buy-backs	3	(1,800)
Earth Burials	154	154,000
Cremain Burials	84	25,200
Columbarium Sales	14	24,400
Columbarium Fees	2	200
Public Lot	0	0
Non-Resident Burials	98	49,000
Overtime, Holiday Surcharges	31	23,000
Mock Burial	4	800
Foundation Charge	43	8,600
Disinterments	0	0
Veteran Graves – earth/urn	1	500
Recording Fee	5	500
Chapel Use, Misc.	4	377
Total Gross Revenues		\$381,527

Performance Measurements

- Completed cemetery roadway rehabilitation project.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery.
- Began construction of the columbarium project.

Recognitions

The following Public Works Employees completed their service to the Town and its residents in 2016 with over twenty-five years of service: Peter D'Olimpio, Supervisor of Motor Equipment Repair, 32 years of service and Dennis Mannix, dispatcher, 25 years of service. The Town is grateful for their dedicated and loyal service.

In conclusion we would like to extend heartfelt thanks to our dedicated Public Works employees who keep our roads repaired and plowed, water flowing, our sewers running, our trash picked up, and our parks attractive. Their efforts are an important part of the high quality of life that we enjoy in our community.



New columbarium at Mt. Pleasant Cemetery.